



**Needs Assessment Committee  
Minutes  
November 12, 2009  
4<sup>th</sup> floor conference room  
8:30 a.m.**

**Committee members present:**

Aubrey Howard, Chairman  
Scott Fleming, Vice-Chairman  
Danny Love  
Jay Weatherington, Secretary  
Commissioner Mike Ritz

Martavius Jones, MCS President  
Nisha Powers  
Steve Nelson  
Commissioner Sidney Chism

**Committee members absent:**

David Pickler, SCS Chairman  
Cato Johnson, Vice-Chairman

**Others Present:**

Mayor Joyce Avery  
Grace Hutchinson  
Maura Sullivan  
Nedra Jones, SCS  
Richard Holden, SCS  
Shobhan Koneru, MCS  
Brian Shipp, MCS  
Quran Folsom, MCS

Rhonda Turner  
Craig Willis, Asst. Co. Atty.  
Stephanie Jones  
Denise Sharpe, MCS  
Michelle Stuart, MCS  
Christopher Lurry, MCS  
Nancy Richie, MCS  
Susan Roakes, U of M

- I. **Call to Order** - The meeting of the Needs Assessment Committee was called to order by chairperson Aubrey Howard at 8:35 am.
- II. **Roll Call** - The roll call was taken and the chairman announced a quorum present.
- III. **Minutes of Previous Meeting** - Commissioner Ritz made a motion “**to approve the minutes of the September 10, 2009 meeting. Second by Jay Weatherington.**”  
**Motion carried.**
- IV. **Ethics Training** - Danny Kail of Shelby County Human Resources presented Ethics Training for the Committee.
- V. **Old Business** – None
- VI. **New Business** - In preparation for the annual report, Carolyn Staskiewics of DeJong has e-mailed both Shelby County and Memphis City Schools to remind them that current enrollment, capacity data and portable stats are needed. This information along with their FY2011 Annual Capital Budget requests and 5-year Capital Plan updates are due to the NAC by December 15, 2009.

Chairman Howard asked both MCS and SCS if they would have any problems meeting this deadline and both stated they would not.

Richard Holden informed the Committee that SCS has upgraded the scope of work needed at Millington High School. The project has expanded from \$1.25m to \$5m. The school board has agreed to replace both the cafeteria and science/library building. This should come back to the County Commission in December for approval.

There was a leak over the winter that caused concern in the current science/library building. The extent of the leak was such that the roof could not be repaired until summer. The roof has been repaired. The building is safe and water tight but similar problems about distance from the main building exist. The main building was relocated about 5 years ago into an old building, old 1917 and 1955 additions on the east side of campus. The building study determined that this building needs to be replaced on the west side of the campus. The distance between these buildings creates a problem for safety and security. The School Board agreed that if possible they would replace not only the cafeteria but also the science/library building.

The qualified school construction bond money that was approved for Shelby County Schools was \$13,797,000.00 for the Elmore Park replacement. Knowing that the Millington project was the top priority, they began to analyze their current cash flow of capital funds. Over the course of 4 years in the joint funding agreement they were able to save money on multiple projects. At the end of the joint funding agreement this year, the funds had to be ADA and a confirmation from the County Finance Dept. stated that SCS would get an adjustment on the ADA funds. SCS savings plus the ADA adjustment gave them increased funds to move forward with this project. They are not asking for any increased funding to complete this project.

SCS does not intentionally budget more than is anticipated but does include additional funds in the budget for unforeseen occurrences. Our projects are well managed and most of the time we do come back with a small savings.

Commissioner Ritz asked Mr. Holden questions about the map showing the layout of the Millington High school and suggested that Mr. Holden bring that to the County Commission next month for easier clarification to the Commission.

Chairman Howard requested a motion to approve the revised Millington High School renovation project.

**Motion:** Motion to approve and accept the Millington High School project as modified. Second by Commissioner Ritz. Scott Fleming asked to be recused on this item and did not vote.

**Action:** Motion carried.

VII. **Next Meeting** – Next meeting is tentatively scheduled for January 14, 2010.

VIII. **Adjournment** – Chairman Howard asked if there was any other business to come before the committee. There was none. He next called for a motion to adjourn.

**Motion:** Motion to adjourn by Jay Weatherington. Second by Scott Fleming.

**Action:** Motion carried. Meeting adjourned at 9:20.

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Jay Weatherington, Secretary

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Date